

**CITY OF LAS VEGAS  
SAFETY DEPARTMENT  
IMPROVEMENT PLAN  
SAFETY OFFICER- GILBERT MARTINEZ  
March 2014**

**Operational Report**

**On-Going Items:**

- Have silent alarms installed at City Hall thru Phone system, 3 at City Hall, 5 at Utilities, 3 at the Recreation Center, 2 at the Housing Authority, 2 at the City Museum, 2 at Municipal Court, 1 at Transportation Department and 1 at Solid Waste
- Identify and enforce authorized personnel parking in the back of the Administration Building for security and liability purposes
- Estimates for two gates to install key pad at south gate and north end next to C & G Station for entrance and exit to rear parking area for security
- Creating safety forms to be used city-wide for unification
- Performing safety audits in different departments as needed
- Finalize EHA (Employee Hazard Analysis) for all departments
- Safety suggestion box
- Conduct safety presentations on safety policies and procedures to new hires
- Monthly Safety Liaison Committee Meetings
- Monthly Safety Committee Meetings
- Continuation of safety training through Safety Counseling Incorporated from Albuquerque, New Mexico
- Researching information to compile Safety Manual
- Develop a format to keep track of employee training matrix
- Recommend that all City of Las Vegas departments perform a fire drill and have a evacuation plan in place
- Attend Office of Emergency Management (OEM) monthly meetings
- Attend Fiesta Oversight Committee Meeting
- Coordinating with Community Development Department to prepare fire exit plans for all 3 senior citizens centers and the Veterans Building
- Planning Safety Stand Down for all City of Las Vegas Departments during the month of February 2014 (Completed)
- Ordered Blood Borne Pathogen Kits for all City of Las Vegas Departments. (Completed)
- As a safety incentive, water bottles have been ordered for all City of Las Vegas employees for their continued progress toward excellent safety practices. (Completed)
- Performed yearly police department vehicle inspection. (Completed)
- Attended OEM Office of Emergency Management Water Distribution Drill. (Completed)
- Purchasing round brim hard hats for all City of Las Vegas employees with colors

associated with their respective departments

- An SOP (Standard Operating Procedure) was written and approved for Active Shooter (completed)
- Requested to have a Job Hazard Analysis (JHA) form to be included in every bid packet for outside contractors

GOAL	IMPROVEMENT PLAN	FINANCIAL RESOURCES	RESPONSIBLE PARTY	START DATE	END DATE
Develop an aggressive financial implementation plan that maximizes leveraging opportunities	Total safety prevention training provided by Safety Counseling Inc.	Funded provided by the Self Insurers Fund	All City of Las Vegas Employees	8-6-12	12-31-14

**Progress:**

Seventeen departments out of 24 have been audited. The following departments are being scheduled for audits: Filter Plant, Waste Water, Administration Building, Solid Waste, the Library, the Airport and the Veterans Building

Modernize and improve city facilities, enterprises, and services. Specific areas targeted for improvement	Performing Audits on City facilities ADA Compliance Install gate and key pad at south and north entrance to rear parking area for security.	Plan for yearly budget	All City of Las Vegas Employees and Safety Liaisons	8-6-12	12-31-14
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**Progress:** Materials Safety Data Sheets have been displayed and in use since November 2012. Safety Liaison for Administrative Offices will be planning fire drill. The Senior Center in Las Vegas will conduct a fire drill and the rest of the departments will follow. Create Standard Operating Procedure to proceed to install panic button silent alarms at City Hall thru Phone system, 3 at City Hall, 5 at Utilities, 5 at the Recreation Center, 2 at the Housing Authority and 2 at the City Museum, 1 at the Transportation Department, 2 at Municipal Court and Solid Waste. Each department affected by the silent alarms will select a password that will be sent to the communications specialist at the Police Department. Identifying and enforce authorized personnel to enter back parking lot of Administration Building is pending until the cost of key pad system is established. Creating safety forms is continuing as the need arises. Two hundred and eighty (280) Employee Hazard Analysis were completed out of 310 employees. Fifty-two (52) spontaneous audits were conducted to include: Department audits, vehicle accidents, safety suggestion box, search and screen interviews, customer safety complaints, gas and water leaks, employee job site audits to insure PPE's are being worn, etc. Conducted safety employee orientation on safety policies to 2 new hires. Conducted safety liaison meeting and safety committee meetings. The audit violations at the Senior Citizens Centers are being performed and will be monitored for completion. Attended monthly meeting of Office of Emergency Management for disaster planning.

Attended Fiesta Oversight Committee to ensure all safety rules and regulations are being followed during the 4th of July Fiestas and Electric Light Parade. Participated in local radio talk show (What's Cooking At City Hall). The safety policy for blood borne pathogens has been revised and kits have been ordered. Blood borne pathogen kits have arrived and respective departments are picking them up. The Bio Hazard container for blood borne pathogens has been ordered. It will be housed at the fire department. Installed OSHA 300 logs in all city departments. Planning for Safety Stand Down for all City of Las Vegas Department is continuing. The Safety Stand Down training is scheduled for the month of May 2014. Water bottles have been ordered and received to be distributed during the Safety Stand Down training. On May 22, 2013, performed police department vehicle inspection and Safety Stand Down training on the topic of blood borne pathogens. (Completed)

Create stronger partnerships with public, private agencies and non-profit-organizations	In conjunction with Safety Counseling, Inc., OSHA, Police and Fire Department, Office of Emergency Management	New Mexico's self insures fund	Safety Officer Public Sector Safety Liaisons	8-6-12	12-31-14
<b>Progress:</b> Training with Safety Counseling, Inc. presented a two hour class on Cell Phones/Distracted Drivers Training. One hundred and twenty-four (124) employees attended. Four employees attended safety training in Albuquerque through Safety Counseling. The topics were: safety matrix, JHA and insurance modifier. Training was presented by the City of Las Vegas Police Department officers and one communications specialist to our administrative staff on Active Shooter. Seventy-One (71) administrative staff attended. (Completed) On December 5, 2013 a trial run on the emergency phone system was exercised to 8 departments.					
Develop an eco-friendly community	Use long life light bulbs Turn off lights at the end of the day Turn off air conditioner Lower thermostat in the evening Use e-mail instead of paper Recycle paper , plastics, aluminum cans Make two sided copies Reuse Toner Cartridges, Solar security lighting Receiving all weekly safety meeting forms, fire extinguisher forms	Existing Budget	All City Employees	8-6-12	12-31-14

	and vehicle inspection forms via e-mail				
<b>Progress:</b> <b>Encourage staff thru safety meetings to be Echo Friendly, by using all the above topics which our staff is being very humanitarian and conscientious</b>					

The top three goals for the Safety Department for 2014 are:

1. Complete Safety Manual. Acquire approval and prepare for distribution to all City employees.
2. Attain one hundred percent (100%) of mandatory training for all City employees through Safety Counseling, Inc.
3. Complete auditing of all City departments and undertake all findings to satisfactory status.